



**REQUEST FOR PROPOSAL
BANK DEPOSITORY SERVICES
QUESTIONS AND ANSWERS**

RFP No. S15-014

Q&A Document No. 1

Date: February 27, 2015

Please note the clarification and/or additional information for the solicitation referenced above.

- 1. Q: Can the City provide the solicitation in Word format?**

A: Yes. The document has been posted to the City's website <http://www.leandertx.gov/rfps>.
- 2. Q: Does the City prefer same day balance reporting or would previous day balance reporting be sufficient?**

A: The City prefers both to be available. Costing for both should be included on Attachment A also.
- 3. Q: Does the City accept Letters of Credit as collateral?**

A: Any collateral proposed will be evaluated against the City's investment policy. The link to the policy is <http://www.leandertx.gov/finance/page/investment-policy>. The policy does not authorize LOC. Proposed collateral may impact the scoring and decision.
- 4. Q: What are the City's current annual expenditures for vehicles, computers and similar equipment?**

A: For Fiscal Year 14/15 the City budgeted approximately \$440,000 for vehicles and \$35,000 for computer equipment.
- 5. Q: Does the City currently utilize a corporate expense card program? If so, what are the City's expenditures through this program?**

A: The City utilizes a JP Morgan Chase purchasing card program. Monthly expenditures are estimated at \$40,000 per month.
- 6. Q: What brand of check scanners does the City use for remote deposits?**

A: Digital Check Tellerscan TS4120.
- 7. Q: What is the process used to draft utility payments from customer accounts if this process is different than a standard ACH Consumer Debit.**

A: A standard ACH Consumer Debit is used. The City's financial software creates an ACH file which is then uploaded to the bank for processing.
- 8. Q: For the Sample Deposit scenario, could the City endorse checks before depositing them?**

A: Yes.
- 9. Q: What is the file format used by Incode?**

A: Imported and exported files are in .CSV format.
- 10. Q: Please confirm the following: The City's flexible spending account plan is not a plan that is covered by the requirements of ERISA; either because the plan itself is not considered a benefit plan within the purview of ERISA or because the flexible spending plan is a "government plan" that is exempt from certain requirements of ERISA.**

A: Confirmed.

11. Q: Is the City's flexible spending account plan covered by ERISA?

A: No.

12. Q: Are any of the City's payroll payments made to a payroll card?

A: No. The City does not use payroll cards.



Approved by

Joy Simonton, Purchasing Agent